

16 OCT 1963

MEMORANDUM FOR: **Executive Officer**

SUBJECT : **Information Code List**

1. The final revision of the OS/SRD Conversion Manual has been completed and five copies have been given to the Chief, SRD. There will be no further changes to the manual until the conversion of the index is underway at which time operational experience may dictate some minor changes. Lacking in the manual is the tab on the Information Code which is the subject of this paper.

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2. [REDACTED] were designated by the Acting Assistant DD(IOS) to prepare a list of items for the Information Code which would meet the requirements of IOS. Comments by the Chief, PSD, in his memorandum of 5 September 1963 (in Tab B) were considered by IOS in the preparation of the list (see Tab A).

3. Tab B contains the comments of the Chief, PSD. Several of the items listed in his memorandum of 5 September were combined, although not completely, in the list prepared by IOS. Comments of 23 September 1963 by the Chief, PSD, have been carefully considered and are excellent points from a long range point of view. However, at the present time, subject cards do not contain information as to why a person was disapproved and the cards are stamped "DL". Names (reference cards) indexed to a subject file do not contain the reasons for a disapproval. A policy decision is required in order to list the reasons for a disapproval on a subject card and once a decision is made, provision can be made to place the information in the record at a point in time. Certain categories on the list as recommended by the C/PSD have been grouped together on the new list contained in Tab C but have not been combined.

25X1A 4. Minor changes were made in the Information Code listing in Tab A so as to incorporate several recommendations. Tab C contains the changes and these changes met the approval of SRS (Mr. [REDACTED]) 25X1A and IOS (Messrs. [REDACTED])

5. It is felt the proposed Information Code list contained in Tab C meets the requirements of the Office of Security and is not as refined as the original list which the Director of Security had indicated to be the case. It is felt the list will satisfy the Director of Security and it is recommended it be adopted for use by the OS conversion project personnel. The list can be expanded in the future as required.

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[REDACTED]

Special Assistant, Executive Staff

Attachments

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